

Parental Leave



MONROE
CITY SCHOOLS

PAID PARENTAL LEAVE

(TRANSITIONAL POLICY PURSUANT TO ACT 744 (LA. LEGIS. REG. SESS. 2026))

The text of this policy draft is intended to be temporary and created to fulfill the statutory requirements of Act 744 (La. Legis. Reg. Sess. 2026) and to establish paid parental leave as an employee benefit.

Definitions

"Child" means under the age of eighteen years, the biological, adopted, or foster child, stepchild, legal ward, or other minor to whom a covered individual stands in loco parentis.

"Department" means the Louisiana Department of Education.

"Eligible employee" means any individual identified in R.S. 17:43, 17:411, 17:441, 17:491, 17:1170, 17:1200, or 17:1205 who is classified as full or part-time and has been employed for at least twelve months with a local education agency.

"LEA" or "School District" means the Monroe City School District.

"Paid parental leave" means six weeks, or two hundred forty hours, of paid leave at one hundred percent of the eligible employee's base pay without deduction to an eligible employee's current or accrued annual, sick, or compensatory leave balances.

"Qualifying event" means:

- (a) Before and after the birth of a child, including but not limited to prenatal and postnatal appointments.
- (b) Pregnancy loss, including stillbirth.
- (c) Placement of a child with the employee for adoption, including but not limited to mandatory meetings related to adoption or preplacement and post-placement court proceedings.
- (d) Placement of a child with the employee for foster care, including but not limited to mandatory meetings related to foster placement or preplacement and post-placement court proceedings.

"Superintendent" means the superintendent of the Louisiana Department of Education.

Employee Rights & Eligibility

Paid parental leave shall be paid to an eligible employee who experiences a qualifying event who, as of the date of the qualifying event has been employed for at least twelve months. A position temporarily vacated by a teacher taking maternity, foster, or adoptive leave pursuant to this policy who has been granted paid parental leave may be filled by appointing a substitute teacher or by transferring a teacher to the position. A substitute teacher appointed pursuant to this Subparagraph shall not acquire any tenure rights or privileges, unless the substitute teacher has subsequently been appointed to fill a regular vacancy and has the necessary qualifications.

An eligible employee granted leave under this policy must be restored to the same position and assignment at the same school held before the taking of paid parental leave upon return from such leave. Such leave may be used continuously or intermittently, provided that the leave is used within twelve (12) weeks of the qualifying event.

Unused paid parental leave may not be reserved for use for a subsequent qualifying event.

Full-time eligible employees granted leave shall be compensated at a rate of one hundred percent (100%) of the employee's base pay pursuant to the salary schedule provided in state statute L.R.S. 17:418 for a period not to exceed six (6) weeks during the available leave period.

Part-time eligible employees granted leave shall be compensated at the rate of one hundred percent of the employee's base pay for a period not to exceed six weeks, based upon a prorated basis corresponding to the percentage of hours the employee normally works.

Unused paid parental leave may not be donated to another employee or to a leave pool.

Both parents, if they are eligible employees of the School District, may be granted paid parental leave to be taken concurrently, consecutively, or at a different time as the other eligible employee.

Eligible employees cannot be required to use sick, annual, or other accrued leave before taking paid parental leave. Paid parental leave shall run concurrently with

leave requested under the Family and Medical Leave Act "FMLA".

At least twelve months must elapse from the beginning of one parental leave period before an employee is eligible for another parental leave period. For a new parental leave period, there must be a new qualifying event on or after the twelve-month waiting period.

It shall be unlawful for any School District representative or any other person to commit interference or restrain or deny the exercise of, or the attempt to exercise, any right protected under this policy.

It shall be unlawful for any absence control policy adopted or implemented by the School District to count paid parental leave as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

The granting of paid parental leave shall not affect any of the tenure rights or privileges which the eligible employee may have acquired.

The provisions of this policy shall not diminish the School District's obligation to comply with any of the following that provide more generous leave or more generous benefits:

- (i) A collective bargaining agreement.
- (ii) An employer policy.
- (iii) An employment contract.
- (iv) Any applicable local, state, or federal law.

An individual's rights, privileges, or remedies to paid parental leave and benefits under this Section shall not be diminished by a collective bargaining agreement entered into, retained, amended, or renewed, or an employer policy adopted, amended, or retained, after the effective date of this Section.

The provisions of this Section shall not diminish an individual's rights, privileges, or remedies under a collective bargaining agreement, employer policy, or employment contract, as applicable.

Any agreement by an individual to waive the individual's rights under the provisions of this Section is null and void as against public policy.



MONROE

CITY SCHOOLS

Parental Leave Request

Employee: _____ SSN: _____

School/Department: _____

MCS Hire Date: _____

Check one: ☐ 9 month employee ☐ 10 month employee ☐ 11 month employee ☐ 12 month employee

Check one: ☐ Mother ☐ Father

Check one: ☐ Birth ☐ Pregnancy Loss ☐ Foster Care Placement ☐ Adoption

To be completed by the employee: (It is recommended that you consult with the Human Resources Office before completing this portion of the form.)

I am requesting the school board's approval for maternity leave:

A. Beginning approximately on: _____

B. Tentative ending date: _____

C. Expected date of delivery: _____

D. Check the plan you are requesting to use:

☐ Accumulated sick days then extended leave days at 65% pay to be used if employed less than 1 year.

☐ Parental Leave at 100% pay for up to 6 weeks (240 hours); employed with MCS 1 year or more.

E. If using accumulated sick days and extended sick leave days:

of accumulated sick days _____ # of extended sick leave days _____

Additional Comments: _____

Employee Signature: _____ Date: _____

To be completed by employee's clinician:

This is to verify that the above named patient under my care will be medically disabled from performing his/her duties from approximately _____ to _____ due to pregnancy, pregnancy loss, foster care placement, or adoption.

Additional clinician comments: _____

Clinician's Name & Address

Clinician's Signature:

Date: _____

To be completed by Human Resources Department:

Employee has been employed with MCS for one full year. ☐ Yes ☐ No

Employee will receive ☐ 65% of pay ☐ 100% of pay.

MCS Hire Date Confirmed ☐ Yes ☐ No

Initials of HR supervisor _____



Human Resources

P.O. Box 4180

2006 Tower Drive

Monroe, LA 71211-4180

(318) 325.0601

FAX: (318) 582.7580

deann.taylor@mcschools.net

DeAnn Taylor, Supervisor of Compliance

Authorization to Release Medical Information

This is to authorize Dr. _____ to release all medical facts regarding my condition (or the medical condition of my family member _____) to the Monroe City Schools Human Resources Department. This information is required by LA Acts 1341 and 457 to determine my eligibility for an extended leave.

This information should be mailed to the attention of DeAnn Taylor and marked "Confidential".

Employee Signature: _____ Date: _____

This authorization will remain active for one year following the date of signature indicated above.



MONROE
CITY SCHOOLS

Medical Release to Return to Work After Parental Leave

This is not to be completed until the clinician releases the employee to return to work. Turn in to school principal or supervisor.

To be completed by employee:

Name: _____

Social Security Number: _____

School/Department: _____

To be completed by clinician:

This is to verify that the above named patient, under my care, will be medically able to return to work on _____.

Additional Comments:

Clinician's Name & Address:

Clinician's Signature

Date _____

To be completed by the school principal or immediate supervisor.

This is to verify that the above named individual returned to full time work on:

Signature: _____ Date: _____

Submit the original of this form to the personnel office no later than two (2) days following the employee's return to work.